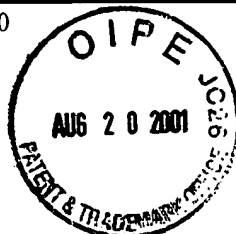




UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS
UNITED STATES PATENT AND TRADEMARK OFFICE
WASHINGTON, D.C. 20231
www.uspto.gov

APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/753,193	12/29/2000	Min Zhu	M-8860 US



CONFIRMATION NO. 2912

FORMALITIES LETTER



OC000000006270343

Fabio E. Marino
SKJERVEN MORRILL MacPHERSON LLP
Suite 700
25 Metro Drive
San Jose, CA 95110-1349

Date Mailed: 07/09/2001

NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

09/25/2001 MTEKLEMI 00000001 192386 09753193

01 FC:105 130.00 CH

Filing Date Granted

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- **The balance due by applicant is \$ 130.**

The application is informal since it does not comply with the regulations for the reason(s) indicated below.

The required item(s) identified below must be timely submitted to avoid abandonment:

- Substitute drawings in compliance with 37 CFR 1.84 because:

Adjustment date: 09/25/2001 MTEKLEMI
09/24/2001 MTEKLEMI 00000002 192386 09753193
01 FC:105 130.00 CR
Drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. (5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);

09/24/2001 MTEKLEMI 00000002 192386 09753193
01 FC:105 130.00 CH

*A copy of this notice **MUST** be returned with the reply.*

Handwritten signature



#3

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Applicants: Min Zhu and Xuan Zhang
Assignee: WebEx Communications, Inc.
Title: Distributed Document Sharing
Serial No.: 09/753,193 Filing Date: December 29, 2000
Examiner: Unknown Group Art Unit: Unknown
Docket No.: M-8860 US

San Jose, California
August 16, 2001

BOX MISSING PARTS
COMMISSIONER FOR PATENTS
Washington, D.C. 20231

RESPONSE TO NOTICE TO FILE MISSING PARTS OF
NONPROVISIONAL APPLICATION
FILED UNDER 37 CFR 1.53(b)
Filing Date Granted

Dear Sir:

In response to the Notice to File Missing Parts of Nonprovisional Application Filed Under 37 CFR 1.53(b) *Filing Date Granted* mailed by the United States Patent and Trademark Office on July 9, 2001, the following documents are enclosed to complete the filing of the above-identified patent application:

1. A declaration signed by the inventors in compliance with 37 CFR 1.63;
2. Submission of Formal Drawings;
3. Formal Drawings (27 sheets);
4. Information Disclosure Statement;
5. Form PTO-1449 with twenty-three cited references; and
6. Copy of Notice to File Missing Parts of Nonprovisional Application.

LAW OFFICES OF
SKJERNEN MORRILL
MacPHERSON LLP

25 METRO DRIVE
SUITE 700
SAN JOSE, CA 95110
(408) 453-9200
FAX (408) 453-7979

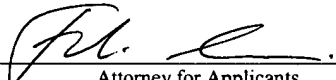
The United States Patent and Trademark Office is hereby authorized to charge the following fees to Deposit Account No. 19-2386:

1. Surcharge for filing declaration on a date later than the filing date of the application. \$130.00
2. TOTAL FEES: \$ 130.00

The Commissioner is hereby authorized to charge any additional fees, which may be required, or credit any overpayment to Deposit Account No. 19-2386.


It is hereby respectfully submitted that the enclosed documents complete the filing of the above patent application and justify the filing date of December 29, 2000. Please telephone the undersigned at (408) 453-9200, if there are any questions. This form is being submitted in duplicate.

I hereby certify that this correspondence is being deposited with the United States Postal Service as First Class Mail in an envelope addressed to: Box Missing Parts, Commissioner for Patents, Washington, D.C. 20231, on August 16, 2001.


Attorney for Applicants

8/16/01
Date of Signature

Respectfully submitted,


Fabio E. Marino
Attorney for Applicants
Reg. No. 43,339

LAW OFFICES OF
SKJERNEN MORRILL
MacPHERSON LLP

25 METRO DRIVE
SUITE 700
SAN JOSE, CA 95110
(408) 453-9200
FAX (408) 453-7979

#6



IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Applicants: Min Zhu and Xuan Zhang
Assignee: WebEx Communications, Inc.
Title: Distributed Document Sharing
Serial No.: 09/753,193 Filing Date: December 28, 2000
Examiner: Unknown Group Art Unit: Unknown
Docket No.: M-8860 US

San Jose, California
August 16, 2001

Box Missing Parts
Attn: Official Draftsperson
COMMISSIONER FOR PATENTS
Washington, D. C. 20231

SUBMISSION OF FORMAL DRAWINGS


Dear Sir:

Applicants submit twenty-seven (27) sheets of formal drawings, consisting of Figures 1A, 1B, 2A, 2B, 3, 4A, 4B, 4C, 5, 6, 7, 8, 9, 10, 11, 12, 13A, 13B, 13C, 14, 15, 16A, 16B, 17, 18A, 18B, 18C1, 18C2, 18C3, 19A, 19B, 20A, 20B and 20C, in the above-named application. If there are any questions regarding these drawings, please call the undersigned at (408) 453-9200.

I hereby certify that this correspondence is being deposited with the United States Postal Service as First Class Mail in an envelope addressed to: Box Missing Parts, Commissioner for Patents, Washington, D.C. 20231, on August 16, 2001.


Attorney for Applicants
8/16/01
Date of Signature

Respectfully submitted,


Fabio E. Marino
Attorney for Applicants
Reg. No. 43,339

LAW OFFICES OF
SKJERVEN MORRILL
MacPHERSON LLP

25 METRO DRIVE
SUITE 700
SAN JOSE, CA 95110
(408) 453-9200
FAX (408) 453-7979